

CIVILIAN NO-FEE OFFICIAL (red) RENEWAL PASSPORT CHECKLIST

PANZER KASERNE BLDG 2948 RM 113

DSN: 431-2009/2301 OR CIV 0703-115-2009/2301

Walk-in Hours of service: Monday, Tuesday and Friday 0800-1630

PLEASE FILL IN THE TOP SECTION ONLY

APPLICANT'S NAME: _____ DOB: _____
LAST FIRST MIDDLE NAME DD / MMM / YYYY

APPLICANT'S SSN: _____ AGE: _____

SPONSOR'S NAME: _____ RANK: _____
LAST FIRST MIDDLE NAME E1/01/GS-/YA-/YB-

SPONSOR'S SSN: _____ UNIT: _____

DUTY/HOME PHONE: _____ / _____ CELL# _____

EMAIL ADDRESS: _____

Approximate return
time for:

OFFICIAL
8- 24 weeks

App Init

PPT Agent Init

Signed MOU on file

IMPORTANT PROCESSING NOTES:

- Applicant must fill out the application online at: www.travel.state.gov.
- No handwritten or signed applications accepted. You will sign the application in front of the agent.
- Reference the most recent passport in your possession on the application, regardless of type.
- Provide all passports, regardless of type (current, recently canceled or recently expired passport).
- Previous passport must have been issued within the last 15 years.
- Photo must be less than 6 months old and not on any previously issued passport
- It is required for the applicant to use the following mailing address on all passport applications:
*USAG Stuttgart DHR, Unit 30401, (Street address 2) ATTN: Passports (City) APO (State) AE (Zip code) 09107 (Country) USA
(In care of) Stuttgart Army*

REQUIRED DOCUMENTS:

- ☐ Form DS 11 for applicant under age of 16 (Both biological parents and child must be present for child under 16).
 - ☐ Form DS 11 for applicant 16 years and older applying for first passport over age 16.
 - ☐ Form DS 82 for applicants renewing their passport.
 - ☐ Most recent passport regardless of type issued within the past 15 yrs
 - ☐ Provide all current, recently canceled or recently expired passports regardless of type
 - ☐ Social Security verification, applicants must be positive of SSN
 - ☐ 1 Passport photo (2X2) (Panzer photo lab for military and civilian) (Contracting personnel must provide photo)
 - ☐ DD Form 1056 (can be provided by passport office).
 - ☐ Memo of Justification for Second Official passport stating the requirement for the 2nd passport.
 - ☐ Original U.S. birth certificate for all applicants under 16 years of age
 - ☐ Military ID/CAC card.
 - ☐ Proof of name change if current name is different than most recent passport, legal proof of name change is required.
- Original documents must be submitted with passport application.

- ☐ Renewal
- ☐ Tourist
- ☐ No fee
- ☐ official 1st
- ☐ official 2nd
- ☐ Diplomatic

IF HIRED FROM THE U.S.:

- ☐ DODDS/AAFES/DOD Civilians must include Initial Travel Orders (DD Form 1614) or Transportation Agreement (DD Form 1616/1617)

IF HIRED LOCALLY:

- ☐ Memorandum of Justification from command listing 3 specific Non-NATO countries
- ☐ Current SF-50

MISCELLANEOUS ADDITIONS FOR RENEWAL PASSPORT APPLICATIONS, IF APPLICABLE:

- ☐ Original DS 3053 Statement of Consent: Issuance of a US Passport to a Minor under Age 16 or specific power of attorney with deployment orders
- ☐ copy of non applying parents ID
- ☐ Original divorce decree or child support order granting applying parent, "Sole Custody" of child under 16 years of age.
- ☐ DS 64-Statement Regarding a Lost or Stolen Passport (MUST also accompany Police report)
- ☐ Police Report (MUST also accompany DS 64 lost report)
- ☐ Statement of mutilation of passport (MUST be included with Original Passport)

Applicant's Signature: _____ Date: _____

01 MAR 2011